

JAMES & ANNE
Robinson
NATURE CENTER



**Howard
County**

RECREATION & PARKS



**RENTAL
GUIDE**

Facility Rental Information



A classroom decorated for a birthday. Classroom spaces are equipped for easy clean up and have an LCD screen for easy projection.



For intimate celebrations, our NatureSphere planetarium provides a unique and enchanting experience.

Classroom 1

30' x 24' (720 sq ft)

Seats 30 people classroom-style (rectangular tables)
Seats 40 people theater-style (chairs only)

Classroom 2

30' x 24' (720 sq ft)

Seats 30 people classroom-style (rectangular tables)
Seats 40 people theater-style (chairs only)

Rates (Minimum 2-hour rental)

Non-profit	\$75/hour
Resident	\$100/hour
Non-resident	\$125/hour

Includes

- LCD monitor with computer hook-ups
- Screen for alternative projection
- Wireless internet access
- Two white boards and a sink in the room
- Access to kitchenette with microwave, fridge and freezer
- Access to ice machine

NatureSphere*

725 sq ft

Seats 50 people theater-style

*The NatureSphere planetarium can be rented for movie showings and presentations

Rates

Non-profit	\$150/hour
Resident	\$200/hour
Non-resident	\$250/hour

Includes

- Digital projectors for presentations/movies



The auditorium prepared for a theater-style presentation. Auditorium rentals include complimentary use of AV equipment.

Auditorium

28' x 52' (1,456 sq ft)

Seats 78 people banquet-style
(5-foot, round tables with 6 people per table)
Seats 80 people classroom-style
Seats 120 people theater-style

Rates Sun-Thurs (Minimum 4-hour rental)

Non-profit	\$135/hour
Resident	\$180/hour
Non-resident	\$225/hour

Rates Fri-Sat (Minimum 7-hour rental)

All	\$275/hour
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Includes

- Projector and screen
- Professional surround-sound system
- Wireless internet access
- Access to the kitchenette
- Microphones (available upon request)



This picturesque patio overlooks the wooded trails and is draped by the wooden architecture of the nature center.

Mezzanine Patio

20' x 115' (2,300 sq ft)

Seats 160 banquet style
(5-foot, round tables with 8 people per table)

*Note: The patio is an outdoor space. Banquet tables and chairs are **not** provided by Robinson Nature Center with its rental. Tenting the space is allowed, but is not provided by Robinson Nature Center. This space is only available for rent in conjunction with the auditorium.*

Rates

Non-profit	\$90/hour
Resident	\$120/hour
Non-resident	\$140/hour

Removal of Robinson's tables and chairs from the Mezzanine Patio is \$350.

Includes

- Robinson's outdoor tables and chairs.

Wedding and Large Events Package



Robinson provides a picturesque, natural background for your engagement or wedding photos.



Tenting the patio space creates an outdoor extension to your reception venue.

For weddings and larger events, you may want to rent multiple spaces in the nature center. A special package price of \$4,000 is available in this case. This cost is 15% off of the cost of renting each of the spaces individually. Weddings and larger events are only available during the evening hours, and may not begin until the nature center closes to the public at 5pm. Set up in certain spaces may begin prior to 5pm if arranged with the Rental Coordinator prior to the day of the event.

Price for Package: \$4,000

The rental is for 9 hours & includes

- Weddings: 3-hour setup, 1-hour ceremony, 4-hour reception, and 1-hour clean-up
- Large Events: 3-hour set-up, 5-hour party, and 1-hour clean-up
- The Auditorium, Mezzanine Patio, Classroom 2, Kitchenette, and indoor restroom spaces (available for set-up prior to the nature center closing to the public if previously arranged with Rental Coordinator)
- The Robinson room, exhibits, green roof patio, first floor balcony and mezzanine hallway (available after the nature center closes to the public at 5pm)

Additional Fees Include

- Refundable Security Deposit\$800
- Rehearsal the Day Before\$50/hour during operating hours per space
\$100/hour after hours per space
- Extended Time Before Event\$400/hour
- Use of Classroom 1\$750
- Removal of Robinson's Tables and Chairs from Mezzanine Patio:\$350

Special Considerations

Reservations and Payment

Your date may be held only with the payment of the refundable security deposit. The entire balance of the rental is due 30 days prior to your event.

Cancellation Policy

The Howard County Recreation & Parks cancellation policy is the following: "Written notice of cancellation is due at least 30 days prior to the event. Additional notice may be required for larger events, as determined by the Rental Coordinator. If the reservation is cancelled more than 30 days before event, a 20% administrative fee will be retained. If the event is cancelled less than 30 days prior to the event, the security deposit and rental fee will be retained. Longer cancellations will be specified at time of booking."

Guest Capacity

The mezzanine patio can accommodate 160 people banquet-style, and the auditorium can accommodate 78 people banquet-style and 120 people theater-style.

Catering

The James and Anne Robinson Nature Center does not have a list of approved caterers. You may use any caterer you wish, but we can provide some names of companies that have catered other events at our facility. Robinson Nature Center also does not have a fully equipped kitchen with ovens and stoves. A small, warming kitchen with fridge and freezer, sink, counters space and microwave is included in the rental and can be used by your caterer or your party.

Compostable Tableware

To reduce the eco-footprint of your event, Robinson can provide compostable tableware (plates, cups, napkins, flatware) for your event and arrange for collection and deposit of these items at Howard County's industrial composting site. Call 410-313-0400 for package pricing & options. Compostable tableware packages must be purchased at least two weeks prior to the event date.

Alcohol Policy

Alcohol may be served within the rental spaces at the Robinson Nature Center. The regulation of its service and consumption is covered in the facility rental permit. Alcohol may only be sold if a one-day liquor license is applied for and obtained from the Howard County Liquor Board. Alcohol must be supervised by an adult 21 years of age or older at all times.

Additional Rental Amenities

The Nature Center has the following amenities on-site which may negate the need to purchase or bring the following items with you. Please speak with the Rental Coordinator if you would like to use the following so that we may ensure our supply meets your event's demand:

- Ice (ice machine on-site)
- Water pitchers
- Easels for placing signage

Chairs and Tents

Classroom spaces and auditorium spaces include tables and chairs set to your specifications. Tables and chairs are for indoor use only, and may not be taken outside on the mezzanine patio. There are a limited number of patio tables and chairs (pictured on page 3) for use. Robinson Nature Center allows users to tent the mezzanine patio and rent additional tables and chairs for the space. However, users must coordinate with an outside company to do so.

Parking

Robinson Nature Center has 122 regular parking spaces and eight (8) handicap parking spaces available for your guests.

Set Up and Clean Up

All deliveries must be completed within the rental time frame. Additional time to set up may be purchased. Tenting of the mezzanine patio is allowed prior to your event. Please contact the Rental Coordinator with special requests/considerations.

Overnight Storage

Robinson Nature Center does not have storage. Please bring everything you will need the day of your event.

After Your Wedding or Event

Rental items must be picked up no later than the day after your event by 5pm (this includes tent, tables, chairs, flatware, etc.). Howard County Recreation & Parks is not responsible for any damage/theft that may occur if items are left at the facility overnight.

Frequently Asked Questions

Robinson Nature Center Facility Rental

Q: When is the nature center open for event rentals?

Event rentals are permissible Wednesday through Sunday. The nature center is open to the public Wednesday through Saturday, 9am to 5pm, and Sunday, noon to 5pm. Rentals may not begin earlier than 8am or end later than 11pm.

Q: Are there additional fees for after-hours events?

Yes, any rental occurring outside our regular operating hours (Wednesday through Saturday, 9am to 5pm and Sunday noon to 5pm) incurs a \$50-per-hour administrative fee.

Q: Is set-up and clean-up time included in my rental?

Yes, you are allowed access to your rental space only during the hours you have paid for as indicated on your permit. All materials may only be brought in and removed during that time. The schedule for setup and take down of tent rentals for the Mezzanine Patio must be coordinated in advance. We can provide contacts for local tent rental companies at your request.

Q: How much parking is available?

There are 122 regular parking spaces and eight (8) handicap parking spaces available.

Q: Is alcohol permitted during event rentals?

Alcohol may be served within the rental spaces at the Robinson Nature Center. The regulation of its service and consumption is covered in the facility rental permit. Alcohol may only be sold if a one-day liquor license is applied for and obtained from the Howard County Liquor Board.

Q: Is a security deposit required?

A refundable security deposit is required for each rental space. The security deposit is a minimum of \$200 per rentable space or 20% of the total rental fee. This deposit is in addition to the rental fees and will be returned upon acceptable condition of the rental space at the conclusion of the permitted event.

Q: What is permitted within the waiver language for a facility rental at Robinson Nature Center?

The following is the waiver that must be agreed to and signed by the person renting the facility: Applicants agree to follow and enforce the policies included in this document and the "Rules and

Regulations for Howard County Parks" as abbreviated from Section 19.200 through 19.211 of the Howard County Code. The applicant's responsibility extends to its participants and spectators. See the County code for penalties for violations of these sections. Priority use is given to programs sponsored by the Department.

Rules of Conduct

The applicant agrees to enforce the following rules of conduct for its participants; assumes responsibility for damage to property, and supervision and control of all participants during the use of the facility.

1. There must be a responsible adult present at all times.
2. Smoking is prohibited on the property.
3. Soliciting or loitering is prohibited.
4. Interference with employee and volunteer duties is prohibited by law.
5. Inappropriate or indecent conduct, harassment and /or language is strictly prohibited.
6. Use of illegal drugs and weapons is strictly prohibited by law.
7. Parking in unauthorized areas and driving or parking on field areas is prohibited.
8. Defacing of property (indoors or outdoors) is prohibited.
9. Any other conduct that may jeopardize the safety of others is prohibited.
10. Full compliance with the Rules and Regulations for Howard County Parks is required.
11. Any furnishings must be returned to their original arrangement at the conclusion of all events.
12. Sale of alcoholic beverages is prohibited unless a one-day liquor permit is obtained and provided before date of use.

Any applicant reported to the Department for improper use of facilities or use inconsistent with the policies covered in this agreement will be suspended from the facilities. The Department reserves the right to deny, put on probation or cancel any facility agreement for any reasonable cause or violation of this agreement. Every attempt will be made to give the applicant adequate notice of any cancellation or denial.

Security Deposit

Is required to make a rental reservation. The balance is due 30 days before the event date. The deposit will be returned upon acceptable condition of the facility by the staff after the event. Fees may be deducted for clean-up and trash removal. If payment is not received by specified dates on permit, reservation will be cancelled without notification.

Trash Pick Up

The Department holds the applicant responsible for collecting all trash that is accumulated during or after the event and placing it in the appropriate provided receptacles. This effort is essential for the Department to continue the maintenance of its facilities. The Department charges a \$50-per-staff half-hour fee (\$50 minimum charge) for trash clean up. If purchasing a compostable tableware package, the same policy applies to compostable tableware. Receptacles for compostable tableware are provided.

Decorations

The Department holds the applicant responsible for removing all decorations. No adhesive materials shall be used on the walls or ceilings of the rental facility. This effort is essential for the Department to continue to offer a clean, appealing facility. (The Department charges a \$50-per-staff half-hour fee (\$50 minimum charged) for trash clean up.

Caterers

Rules and regulations must be reviewed before the event with RNC staff at 410-313-0400.

Cancellation

Written notice of cancellation is due at least 30 days prior to the event. Additional notice may be required for larger events, as determined by the Rental Coordinator. If the reservation is cancelled more than 30 days before event, a 20% administrative fee will be retained. If the event is cancelled less than 30 days prior to the event, the security deposit and rental fee will be retained.

I, the undersigned representing the organization/group/family, have reviewed this document and agree to inform all members of its contents and to assure that this organization/group/family enforces and follows all provisions of this agreement. I further give assurance that the organization/group/family or agency that I represent is in compliance with all applicable Federal, State and local laws, including the Americans with Disabilities Act. I understand and accept that the Howard County Department of Recreation & Parks reserves the right to require insurance for special events and waivers of liability from individual participants.

On behalf of the organization/group/family, I agree to indemnify and hold harmless Howard County, Maryland, Howard County Department of Recreation & Parks, its agents and employees from any liability or claim for damages of any kind arising out of the use of said facilities or space, including theft, to the space or property located within the space, except only when such losses are solely attributable and proximately caused by the negligence of Howard County, its employees or agents. This indemnification is not to be deemed as a waiver of any immunity which may exist in any action against Howard County. On behalf of the above mentioned organization/group/family, I, the undersigned, realize that failure to fulfill my obligations to Howard County will in addition to the aforesaid obligation to indemnify, result in an immediate reimbursement of fees or expenses. This document supersedes all others relative to the permit for activities requested by this organization/group/family.

TO MAKE A RENTAL RESERVATION OR FOR ADDITIONAL RENTAL INFORMATION, CONTACT:

Robinson's Rental Coordinator
410-313-0400



JAMES & ANNE
Robinson
NATURE CENTER

6692 Cedar Lane
Columbia, MD 21044
410-313-0400

Hours

Wednesday-Saturday: 9am-5pm
Sunday: Noon-5pm
Closed on Mondays & Tuesdays

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www.howardcountymd.gov/RobinsonNatureCenter